

# **Fiscal Year 2006 Homeland Security Grant Program Guidance for Maine Communities**

**August 2006**

**\*\*PLEASE READ CAREFULLY BEFORE PREPARING APPLICATIONS\*\***

## **Overview:**

Funding has once again been provided to the Maine Emergency Management Agency (MEMA) by the federal Department of Homeland Security (DHS) for first responder preparedness to better prepare Maine communities to prevent, prepare for, respond to, and recover from terrorist attacks and other disaster events.

A great deal of progress has been achieved across the State using funds from previous years of Homeland Security Grant awards. Communities should continue to improve their ability to detect, deter, and disrupt potential terrorist activity in accordance with the State of Maine Homeland Security Strategy (SHSS). MEMA also underscores the importance of All-Hazard preparedness when prioritizing Homeland Security and emergency management needs.

A copy of the SHSS is included with these grant guidance materials. *However, Local officials should consult ALL emergency plans when submitting grant applications.*

## **Allocations:**

The Federal process to allocate Homeland Security Grant funding to States changed to a nationally competitive process for the FY2006 round. As a result, the State of Maine received a significantly reduced level of grant funding in FY2006. With less funding available, MEMA has opted to continue the strategy begun in the FY2005 round to award grant dollars to Maine's Counties and communities on a competitive basis.

A total of \$2.6 million is available for allocation under the competitive process. Applications will be accepted in four major project areas, which are outlined below.

## **Allowables Uses:**

The funding must be spent in accordance with the updated SHSS which was approved by DHS in December, 2005. (see SHSS attachment to this guidance) As with previous Homeland Security Grants, DHS regulations permit the purchase of specific equipment and services under this grant, as well as costs associated with planning and conducting WMD/HazMat training courses and exercises.

The official Authorized Equipment List (AEL) issued by DHS has once again been expanded to include additional eligible uses under the Homeland Security Grant Program. Due to its 125-page length, MEMA has made the AEL available via weblink

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on the FY2006 Homeland Security Grants page on our website at [www.maine.gov/mema](http://www.maine.gov/mema).

The AEL can also be accessed directly at the following web address:

[www.rkb.mipt.org/ael.cfm](http://www.rkb.mipt.org/ael.cfm). *First time users will be asked to register for a User Name and Password. Follow the on-screen instructions to register and gain access to the AEL website. Users can also log in to the AEL website as "Guest."*

### **Application Categories:**

The State of Maine has participated in three major reviews of its plans and capabilities in the last year. MEMA conducted a Target Capabilities List (TCL) survey of first responders across the state, in order to develop the FY2006 nationally competitive grant application. Additionally, MEMA hosted a team of federal peer reviewers as part of the National Plan Review (NPR) process, which assessed Maine's preparedness to respond and recover from a catastrophic event such as Hurricane Katrina. Finally, the Maine Legislature's Homeland Security Task Force (HSTF) has conducted a thorough review of the State's emergency needs, and has published a draft set of recommendations for improving Maine's preparedness and response capabilities.

Because of the decreased funding available for the FY2006 grant round, MEMA is limiting applications to four main categories, reflecting priorities outlined in the TCL and NPR processes and the HSTF report:

- **Training and Exercising:** Communities are reminded of the coming requirement (for FY2007) by DHS that all first responders and leaders are qualified in the National Incident Management System (NIMS) and Incident Command System (ICS). Grant applications will be accepted for FY2006 to provide funding assistance for communities to complete basic NIMS and ICS requirements. *Please contact your County Emergency Management Agency or MEMA for more information on requirements and training necessary for future compliance.*

Homeland Security Grant applications will also be accepted for other eligible first responder training and/or exercises, however priority will be given to NIMS/ICS requests in order to ensure the greatest number of Maine communities are trained and in compliance with the new system.

- **Interoperable Communications:** A great deal of communications hardware and software systems have been purchased through recent rounds of Homeland Security Grant funding. However MEMA recognizes that additional needs may be present throughout the State. Grant applications will be accepted for interoperable communications projects, however priority will be given to communities that have not yet received funding or that have not already purchased equipment in the last three rounds of the grant. Additionally, all communications requests should be consistent with the State of Maine Tactical Interoperable Communications Plan (TICP) and the Maine CONOPS plan. *A copy of TICP and/or CONOPS is available from your County EMA or MEMA.*

- Public Awareness: One of MEMA's top priorities for 2006 has been a strong push to improve public education and individual preparedness for all disasters. Grant proposals will be accepted for pilot projects in this area that could be expanded statewide in the future. MEMA is also looking for programs designed to enhance disaster preparedness for special needs populations. *More information on MEMA's preparedness campaign can be found on the web at: [www.maine.gov/mema/prepare](http://www.maine.gov/mema/prepare).*
- Shelter and Recovery: Following the events of Hurricanes Katrina and Rita last year, and recollecting the Maine Ice Storm, annual flooding, and potential hurricanes in the future, MEMA has focused on improving sheltering capabilities across the State. Several emergency power generators, transfer switches, and other shelter equipment (cots, blankets, etc) have been purchased through earlier grant rounds.

Grant applications for FY2006 will be accepted for shelter and recovery projects. Applicants are reminded to consider Special Needs populations and pet friendly sheltering needs when proposing shelter projects. *Additional information on sheltering requirements and American Red Cross shelter certification is available by calling County EMAs or MEMA.*

### **Application Process:**

Applicants must include **all** members of the first responder community (Police, Fire, EMS, Hospitals, Public Works, etc) and other eligible parties in the region to determine top priorities and critical needs for their application(s). Equally important is the recognition that these funds **must not supplant the normal budgetary responsibilities of a community.** *According to the federal HSGP grant guidance, eligible local entities include "any county, city, village, town, district, borough, port authority, transit authority, water district, regional planning commission, council of government, Indian tribe, authorized tribal authorization, Alaska Native village, or other political subdivision of any State."*

No matching funds are required on behalf of local governments to access grant funds. Once an application has been approved, and in keeping with federal accountability and reporting requirements, MEMA will require a signed Memorandum of Understanding (MOU) which accepts Homeland Security Grant funding on behalf of the community.

***\*\*\*Please see "Sequence of Events" document for more detailed instructions on grant application development and submission.***

### **Deadlines:**

Applications must be submitted to County EMA Offices no later than Close of Business on **Friday October 13, 2006**. For those projects that receive approval and grant funding, all grant funds must be expended by **June 30, 2008**.

**State of Maine**  
**SEQUENCE of EVENTS for**  
**FY2006 HOMELAND SECURITY GRANTS**

1. MEMA announces grant awards to communities and Counties for the State Homeland Security Grant Program (HSGP).
2. Local meetings are held among all first responder stakeholders (Police, Fire, EMS, Hospitals, Schools, etc) and concerned local departments to set priorities for project funding.

**PLEASE READ:** *Statewide Homeland Security Strategy Matrix* included in this guidance package.

3. An application is drafted. County Emergency Management officials and MEMA staff are available to provide technical assistance and advice in drafting applications. The application forms will be available on MEMA's website at:  
[http://www.maine.gov/mema/homeland/home\\_grants\\_current.shtml](http://www.maine.gov/mema/homeland/home_grants_current.shtml)
4. MEMA strongly recommends coordination and collaboration with mutual aid partners and County EMA offices in the development of the application. County EMAs should make every effort to ensure coordination, facilitate group purchases, eliminate duplication of projects, etc. MEMA will forward any directly submitted application to the appropriate County EMA Director for initial review at the County level.

Please note that ***all applications must be signed by a Town/City Manager, County Administrator or Chief Elected Official***, whichever is appropriate for the jurisdiction. In the case of State of Maine agencies, the signature of the Chief Appointed Official of the Agency is required.

5. **Applications will only be accepted in electronic format.** Applications should be submitted to the appropriate County EMA office, and copied to the MEMA Grant Coordinator (email address listed below). **Please follow up with a printed and signed copy of the cover sheet, and all non-electronic attachments (bids, quotes, etc) mailed to the appropriate County EMA office.**
6. County EMAs will review every application for completeness and appropriateness to the SHSS and this grant guidance. Given the limited funding available, County EMAs are being asked to prioritize all applications before forwarding to MEMA for final scoring and awards.
7. MEMA has established a multi-disciplinary Homeland Security Grant Application Review Committee to carefully consider each application for use of grant funds. The Review Committee may request additional information or clarification from the applicant. The Committee will utilize a scoring system (sample sheet enclosed) to evaluate all applications. No applicant presentations will be scheduled.

The Committee reserves the right to fund projects in part or in whole. Applicants should clearly denote where (if at all) projects may be separated into phases or parts. If so indicated, applicants should also rank phases or parts in priority order to ensure that the Committee funds the most important aspects of a project.

8. If an application is approved, the applicant will receive notification from MEMA detailing the amount awarded and purposes for which it will be spent (in accordance with the applicant's own submission).

The decisions of the Review Committee will be final, and no appeals will be granted.

The official Award Letter will be accompanied by a Memorandum of Understanding MEMA accepting grant funds. **\*\* The MOU must be completed by the grantee and returned to MEMA before any reimbursements can be made.**

9. Once the project has been completed, the applicant submits invoices to MEMA for reimbursement.

#### Submission Address:

See County EMA contact information below. Please call for email address each County will use to accept electronic grant submissions, as well as mailing address to forward hardcopy materials. Also please CC the MEMA Homeland Security Grant Coordinator at [ [HSGrants.Maine@maine.gov](mailto:HSGrants.Maine@maine.gov) ] when submitting electronic grant applications.

County Emergency Management Agency contacts:

Androscoggin	784-0147	Oxford	743-6336
Aroostook	493-4328	Penobscot	945-4750
Cumberland	892-6785	Piscataquis	564-8660
Franklin	778-5892	Sagadahoc	443-8210
Hancock	667-8126	Somerset	474-6788
Kennebec	623-8407	Waldo	338-3870
Knox	594-5155	Washington	255-3931
Lincoln	882-7559	York	324-1578

#### Questions:

Maine Emergency Management Agency  
Homeland Security Grants Coordinator  
800-452-8735  
Email: [HSGrants.maine@maine.gov](mailto:HSGrants.maine@maine.gov)